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## **Employee Accident / Injury Policy**

Training Depot Day Nursery Employee Accident Policy is that all employee accidents or injuries are recorded in the Staff Accident Book, which is kept in the Office.

The Employee will complete the following details in the staff accident book: - full name, address, occupation, date & time, the location where the accident/injury occurred, details of how the accident happened, details of the injury sustained, treatment given and signature of the employee.

If the accident or injury is reportable under RIDDOR 95, the senior member of staff in charge will follow the procedures set in RIDDOR 95 information to report the accident/injury. The senior member of staff in charge will also complete the bottom section of the employee's accident record sheet with details of what has been reported through RIDDOR 95.

In the event of emergency medical treatment being required, the senior member of staff in charge will contact the emergency services and stay with the employee until the ambulance arrives. The senior member of staff in charge will contact the employee's next of kin. Another employee will accompany the employee in the ambulance if necessary.

Any serious accident or injury will be investigated and necessary actions will be put in place to prevent another accident occurring if deemed necessary. Any actions will be recorded with the information reported through RIDDOR 95. If no necessary actions are needed this will also be recorded with the information reported through RIDDOR 95. RIDDOR procedures will be followed.

The Nursery will inform Ofsted of any serious accident, injury or illness within 14 days. The Nursery will follow any guidelines recommended by Ofsted.

Reviewed in Jan 2019 by Mrs Sandhya Godhania